

**Diocese of Owensboro
2018 - 2019
Disciples Response Fund
Parish Plan**

***“Come,
follow me.”***

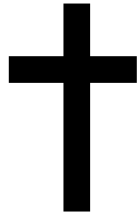
Mark 10:21

A Year of Accompaniment

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Stewardship Prayer

Lord God, You alone are the source of every good gift, of the vast array of our universe, and the mystery of each human life. We praise you and we thank you for your great power and your tender, faithful love.

Everything we are and everything we have is your gift, and after having created us you have given us into the keeping of Your Son, *Jesus Christ*.

Fill our minds with His truth and our hearts with His love, that in His Spirit we may be bonded together into a community of faith, a parish family, a caring people.

In the Name and Spirit of Jesus, we commit ourselves to be good stewards of the gifts entrusted to us, to share our time, our talent, our material gifts as an outward sign *of the Treasure we hold in Jesus*.

Amen.

2018-2019 DRF Calendar

Informational Meetings	_____	Week of August 12
Parishes receive supplies	_____	Before August 24
All parishioners receive a DRF solicitation letter from the Bishop	_____	Week of September 2
Kickoff Weekend Bulletin Insert 1 and brief talk	_____	September 8-9
Bulletin Insert 2 (Highlighted Ministry)	_____	September 22-23
Bulletin and altar announcements	_____	Sept 29-30 and Oct 6-7
Announcement Weekend, Bulletin Insert 3, and pastor's homily	_____	October 13-14
Parishes prepare for In-pew process	_____	Week of October 15
Commitment Weekend -- Pastor introduces the Bishop's audio taped homily and leads the in-pew process	_____	October 20-21
Parishes send pledge envelopes to Diocese	_____	October 22
Follow-up Weekend -- Quickly repeat the in-pew process	_____	October 27-28
Parishes send pledge envelopes to the Diocese	_____	October 29
Parishes publish a bulletin announcement and make an altar announcement to remind parishioners to make payments and to advise them of how the parish is doing against its target	_____	Monthly December thru June
Follow-up Mailings from Diocese	_____	January and March, 2019
Rebates will be sent to parishes that have exceeded their targets in cash received	_____	April & September, 2019

Report on Changes Made in the Campaign Methodology

In the 2015-2016 Disciples Response Fund (DRF) campaign, the in-pew process was tested for use by four parishes. The success of that test and the support of priests throughout the Diocese resulted in a request to the Bishop that all parishes follow the in-pew model in the 2016-2017 campaign. Below are the figures for the 2014-2015 campaign (the last year before any changes were made) 2016-2017 campaign, and our current campaign 2017-2018.

<u>Campaign Year</u>	<u># of Pledges</u>	<u>Amount Pledged</u>	<u>Amount Paid</u>
2017-2018	5,788	\$800,702.00	\$751,780.00
2016-2017	5,800	\$837,006.05	\$782,922.55
2014-2015	3,463	\$379,302.00	\$375,667.34

In campaign year 2016-2017 various levels of gifts were assigned names. The results are as follows.

<u>Category</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>
\$250 (Circle of Grace)	169	283	512	455
\$500 (Circle of Mercy)	65	91	250	189
\$750 (Circle of Compassion)	12	14	25	31
\$1,000 (St. Stephen Society)	36	60	114	101
\$5,000 (Society of Charity)	4	5	7	7

In addition, campaign year 2016 -2017 saw the introduction of parish rebates throughout the Diocese. Each parish received 50% of the over target dollars collected from its parishioners' payments. The total rebate amount paid to parishes for the last campaign (2016-2017) was \$125,058.95. So far for the current year (2017-2018) \$68,046.03 has been mailed to parishes. The closing date for posting to this current year is August 31st. Checks will be mailed in September to those parishes who have exceeded their target. The remaining 50% of the over target dollars will be used at the Bishop's discretion.

Parish Target Report as of 6-30-2018

Parish	Families	In-Pew Donors	Direct Mail Donors	Target Amount 2017-18	Total Paid	Rebate Received In April	Approximate Rebate in August
Blessed Mother, Owensboro	767	106	138	\$31,779.92	\$31,914.50	\$0	\$67.29
Blessed Sacrament, Owensboro	68	22	3	\$1,025.24	\$1,522.50	\$179.88	\$68.75
Christ the King, Madisonville	277	47	60	\$11,626.04	\$13,284.00	\$353.98	\$475.00
Christ the King, Scottsville	66	33	7	\$1,408.82	\$4,819.22	\$1,263.27	\$441.93
Holy Cross, Providence	16	0	5	\$525.44	\$675.00	\$74.78	\$0
Holy Guardian Angels, Irvington	98	2	15	\$2,519.70	\$2,045.00	\$0	\$0
Holy Name of Jesus, Henderson	1479	232	210	\$37,721.28	\$54,547.96	\$5,922.09	\$2,491.25
Holy Redeemer, Beaver Dam	94	14	11	\$2,623.30	\$3,195.00	\$285.85	\$0
Holy Spirit, Bowling Green	1141	126	130	\$32,180.27	\$39,324.25	\$1,866.49	\$1,705.50
Holy Trinity, Morgantown	55	20	6	\$854.74	\$1,974.00	\$462.13	\$97.50
Immaculate, Owensboro	751	124	122	\$28,183.00	\$30,222.50	\$0	\$1,019.75
Immaculate Conception, Earlington	51	2	7	\$2,132.14	\$480.00	\$0	\$0
Immaculate Conception, Hawesville	138	2	17	\$4,230.53	\$12,070.00	\$0	\$3,919.74
Our Lady of Lourdes, Owensboro	745	62	140	\$27,194.83	\$30,242.00	\$908.59	\$615.00
Precious Blood, Owensboro	293	60	52	\$10,454.06	\$10,131.00	\$0	\$0
Resurrection, Dawson Springs	29	5	6	\$1,025.74	\$990.00	\$0	\$0
Rosary Chapel, Paducah	55	2	8	\$2,339.78	\$795.00	\$0	\$0
Sacred Heart, Hickman	37	1	10	\$962.30	\$1,045.00	\$11.35	\$30.00
Sacred Heart, Russellville	115	35	21	\$4,261.11	\$8,178.00	\$1,498.45	\$460.00
Sacred Heart, Waverly	72	15	14	\$2,697.77	\$3,205.00	\$253.62	\$0
St. Agnes, Uniontown	296	66	38	\$7,980.89	\$8,636.00	\$230.06	\$97.50
St. Alphonsus, St. Joseph	177	8	21	\$4,021.40	\$2,907.50	\$0	\$0
St. Ambrose, Henshaw	40	5	9	\$1,307.57	\$866.00	\$0	\$0
St. Ann, Morganfield	385	78	57	\$11,231.26	\$15,546.50	\$1,458.87	\$698.75
St. Anthony, Axtel	149	2	24	\$5,397.09	\$3,152.50	\$0	\$0
St. Anthony, Browns Valley	151	14	33	\$4,600.47	\$5,180.00	\$84.77	\$205.00
St. Anthony, Peonia	81	12	6	\$1,618.05	\$1,610.00	\$0	\$0
St. Anthony of Padua, Grand Rivers	37	5	11	\$1,699.94	\$2,245.00	\$195.03	\$77.50
St. Augustine, Grayson Springs	35	9	7	\$1,398.33	\$3,680.00	\$515.84	\$625.00
St. Augustine, Reed	55	12	15	\$2,049.54	\$3,145.00	\$480.23	\$67.50
St. Benedict, Wax	61	15	5	\$1,225.46	\$1,601.00	\$60.27	\$127.50
St. Charles, Bardwell	75	16	11	\$2,830.71	\$3,345.00	\$227.15	\$30.00
St. Charles, Livermore	28	9	7	\$1,331.41	\$2,370.00	\$361.80	\$157.50
St. Columba, Lewisport	106	2	15	\$2,892.16	\$1,810.00	\$0	\$0
St. Denis, Fancy Farm	59	9	5	\$1,260.71	\$785.00	\$0	\$0
St. Edward, Fulton	44	2	14	\$2,124.55	\$2,124.55	\$0	\$0
St. Elizabeth, Curdsville	50	5	7	\$1,798.78	\$2,070.00	\$135.61	\$0
St. Elizabeth of Hungary, Clarkson	91	20	15	\$1,818.28	\$2,905.00	\$380.86	\$162.50
St. Francis Borgia, Sturgis	77	12	23	\$2,243.78	\$2,405.00	\$25.61	\$55.00

Parish	Families	In-Pew Donors	Direct Mail Donors	Target Amount 2016-17	Total Paid	Rebate Received In April	Approximate Rebate in August
St. Francis de Sales, Paducah	538	86	68	\$19,508.01	\$14,691.50	\$0	\$0
St. Francis of Assisi, Todd County	128	35	11	\$6,132.22	\$5,900.00	\$0	\$0
St. Henry, Aurora	116	30	25	\$2,437.17	\$7,829.00	\$2,025.92	\$670.00
St. Jerome, Fancy Farm	508	87	78	\$13,775.26	\$16,655.00	\$1,041.12	\$398.75
St. John the Baptist, Fordsville	41	7	8	\$1,279.39	\$537.50	\$0	\$0
St. John the Evangelist, Paducah	289	59	53	\$12,766.38	\$9,412.74	\$0	\$0
St. John the Evangelist, Sunfish	48	1	4	\$810.08	\$580.00	\$0	\$0
St. Joseph, Bowling Green	782	146	71	\$13,012.63	\$32,451.50	\$7,717.19	\$1,987.25
St. Joseph, Central City	130	27	23	\$3,158.86	\$6,687.00	\$1,624.07	\$140.00
St. Joseph, Leitchfield	163	0	24	\$5,656.53	\$7,190.00	\$0	\$766.74
St. Joseph, Mayfield	364	58	60	\$11,015.13	\$9,954.00	\$0	\$0
Sts. Joseph & Paul, Owensboro	787	173	66	\$23,306.80	\$31,795.62	\$3,029.41	\$1,215.00
St. Jude, Clinton	31	1	5	\$966.29	\$1,250.00	\$141.86	\$0
St. Lawrence, St. Lawrence	130	21	15	\$3,961.59	\$3,600.00	\$0	\$0
St. Leo, Murray	393	96	45	\$8,850.28	\$19,975.00	\$4,647.36	\$915.00
St. Mark, Eddyville	73	11	12	\$1,856.99	\$2,835.00	\$464.01	\$25.00
St. Martin, Rome	117	34	15	\$5,432.95	\$6,027.00	\$172.03	\$125.00
St. Mary, Franklin	150	59	19	\$3,087.49	\$11,055.00	\$3,441.26	\$542.50
St. Mary, LaCenter	93	1	19	\$2,197.76	\$1,675.00	\$0	\$0
St. Mary Magdalene, Sorgho	212	29	47	\$8,352.38	\$6,193.00	\$0	\$0
St. Mary of the Woods, McQuady	59	1	11	\$2,302.15	\$1,665.00	\$0	\$0
St. Mary of the Woods, Whitesville	820	15	132	\$23,894.98	\$9,510.57	\$0	\$0
St. Michael, Sebree	139	47	9	\$1,718.80	\$3,314.50	\$679.10	\$118.75
St. Michael the Archangel, Oak Grove	142	2	14	\$4,211.76	\$1,852.00	\$0	\$0
St. Paul, Leitchfield	174	57	18	\$3,332.61	\$4,866.00	\$641.70	\$125.00
St. Paul, Princeton	55	16	9	\$2,114.36	\$4,320.00	\$1,042.82	\$60.00
St. Peter of Alcantara, Stanley	115	33	25	\$3,964.07	\$5,526.00	\$499.72	\$281.25
St. Peter of Antioch, Waverly	199	30	29	\$4,520.53	\$11,960.00	\$3,654.74	\$65.00
Sts. Peter & Paul, Hopkinsville	565	54	55	\$19,009.95	\$22,107.00	\$766.03	\$782.50
St. Pius X, Calvert City	147	29	17	\$4,582.34	\$5,510.00	\$198.83	\$265.00
St. Pius X, Owensboro	372	66	79	\$16,108.62	\$16,605.50	\$0	\$248.44
St. Romuald, Hardinsburg	493	29	51	\$12,069.67	\$9,312.50	\$0	\$0
St. Rose of Lima, Cloverport	136	1	7	\$3,881.34	\$995.00	\$0	\$0
St. Sebastian, Calhoun	86	13	30	\$3,043.66	\$4,650.00	\$708.17	\$95.00
St. Stephen, Cadiz	144	33	34	\$4,011.73	\$11,781.00	\$2,889.64	\$995.00
St. Stephen Cathedral, Owensboro	509	100	144	\$23,428.20	\$46,880.00	\$9,870.40	\$1,855.50
St. Thomas More, Paducah	827	171	102	\$40,097.73	\$51,047.00	\$3,561.14	\$1,913.50
St. William, Knottsville	384	60	51	\$12,347.24	\$8,088.00	\$0	\$0
St. William, Marion	64	8	7	\$1,921.15	\$6,272.00	\$1,992.93	\$182.50
Newman Center, Bowling Green				\$1,246.60	\$0	\$0	\$0
Newman House, Murray				\$51.93	\$0	\$0	\$0
Other Donors	1503		54		\$12,210.00	\$0	\$0
Totals:	20,370	2937	2851	\$600,000	\$751,779.91	\$68,046.03	\$27,468.14

Campaign Methodology

This methodology includes two major parts. There have been adjustments in the way that the direct mail letters are constructed. For example, the Bishop does not state a specific amount that he would like the person to give. The pledge form attached to the bottom of the letter offers a selection of choices and includes an "Other" line for those who wish to give a different amount. It also contains names for various levels choices on the form.

There is also a very structured in-pew process that encourages one member of each household to complete a pledge form even if they will check a box that indicates that they have given in the mail or that they do not wish to give at this time.

Both the direct mail and in-pew pledge forms will show various categories of giving. For example, a gift of \$250 to \$499 is at the Circle of Grace level

There are four steps that will assure that parishes reach and exceed their targets.

1. All parish members will receive the first mailing from Bishop Medley. Since the average direct mail gift is much higher than the average in-pew gift, **60%, or more, of the parish target should come from this mailing.**
2. The parishes will conduct the **in-pew solicitation process** described later in this manual. When in-pew and mail results are combined, these parishes should exceed target on the weekend of the in-pew process. At the minimum, **the in-pew phase should provide 40% of the parish target.**
3. Because there are so many people who give intermittently to campaigns such as the DRF Appeal (as many as 1/3 of each year's contributors will not give in the early phases of the next year's campaign), parishes are asked to conduct a full or partial in-pew process on **Follow-Up Weekend.**

The Diocese will send its first follow-up letter to all parishioners who have not responded in December. A second follow-up mailing will be sent to those who contributed in the 2017-2018 campaign but have not done so in 2018-2019 campaign. However, none of these follow-up mailings are as effective as the parish promotion of the initial mailing and its thorough performance of the in-pew solicitation process on both the Commitment and Follow-Up Weekends. **If a parish is far short of target after these first two phases, no amount of mailing will get it over target.**

4. Parishes will receive monthly updates from the diocese regarding the amount that has been collected from their parishioners. These updates should be printed in the bulletin as well as announced from the pulpit. (Please see sample bulletin announcement on pages 39 & 40.)
5. Parishes will receive the list of names and addresses from Commitment Weekend of members added to the diocesan database.

If our parishioners already received the letter(s) from the Bishop, why is the in-pew solicitation process so important?

There are some people that respond to mail and many that do not. Typically, about 10-12% of those that receive a diocesan fund raising mailing that is sent to all households will respond. If a parish has 35% of its registered households attending Mass each weekend, only about 1/3 of them will have given in the mail at the time that the in-pew process takes place.

One would hope that everyone who receives the Bishop's mailing would open it and thoughtfully consider giving a gift. But the fact is that many do not. This makes conducting a thorough in-pew process critical to the success of the DRF Appeal.

The reason why it is important to do the full in-pew process as requested in this campaign plan, is because this process ensures that each household that attends Mass on Commitment Weekend will understand that they are being invited by their Bishop and pastor to consider making a pledge at that time, regardless of whether they are registered in that parish, another parish, or not registered at all.

Are there other advantages to the in-pew process?

There are two additional important advantages. First, the process secures gifts from people that are **not registered in any parish**. Fewer people are registering today. But, often, when asked, they **will** say that they are members of a certain parish because they attend Mass there. Direct mail does not secure contributions from these people because they aren't on the parish list and, therefore, do not receive the Bishop's letter.

In all the dioceses in which this process is done, many of the new households that contribute and provide names, addresses, etc., are Hispanic or members of other nationalities that have recently immigrated to this country.

Parish Targets and Rebates

Each parish in the Diocese is assigned a target. These targets are not mandatory. If a parish does not reach its target, there is no penalty. On the other hand, if a parish exceeds its target in funds collected, it will receive back a rebate of 50% of the over target funds. There will be no assessment on those funds. Rebate use is not restricted. They may be used for any purpose. Rebates will be sent to parishes in April and September.

This year, the Diocese needs to raise \$650,000 from the DRF. This represents 2.73% of the three-year average of parish regular collections from the fiscal years 2014-15, 2015-16 and 2016-17.

Most other (arch) diocese's targets are 10% and, more. Many of these targets (goals) are mandatory so the under-goal parishes must pay the difference between their goal and what they were able to raise. Also, almost none of them average fiscal years to establish goals.

Disciples Response Fund Chairperson Job Description

Note: In parishes that celebrate liturgy in more than one language, it is recommended that a chairperson be appointed for each language group. Also, in larger parishes, a second or third chairperson may be helpful.

Objective: To provide overall parish management for implementation of the Appeal.

The Appeal Chairperson is asked to participate in and/or to oversee the completion of the following activities:

- Attend informational meeting.
- Make certain that those who will work with you on the Appeal know how to do the tasks that they have accepted.
- Assure that the parish has sufficient Appeal materials: i.e., bulletin inserts for Kickoff and for Announcement Weekends, in-pew commitment forms, envelopes and pencils.
- Work with the Pastor to review and edit all bulletin announcements, develop altar announcements, and Prayers of the Faithful, and make sure that they are used on a timely basis.
- Oversee preparations for and implementation of Kickoff, Announcement, Commitment and Follow-Up Weekend activities. Particular attention should be paid to assuring that the in-pew process is accomplished in a thorough yet efficient manner on both Commitment, and Follow-Up Weekends.
- Assure that the bulletin inserts are used and speak briefly about the importance of giving to the DRF at each Mass on Kickoff Weekend (September 8-9).
- Assure that the bulletin inserts (Highlighted Ministry) are used on September 22-23)
- Assure that the bulletin inserts are used on Announcement Weekend (October 13-14).
- Oversee the Commitment Weekend (October 20-21) in-pew process at all Masses.
- Oversee Follow-Up Weekend (October 27-28) processes at all Masses. Pastor and Chairperson may need to recruit additional volunteers to help at Masses on these weekends.

In-Pew Coordination Activities

The Appeal Chairpersons are asked to manage the implementation of the in-pew solicitation activities as follows:

- Oversee preparation for and implementation of Kickoff Announcement, Commitment, and Follow-up Weekend activities. Assure that the in-pew process is accomplished in a thorough yet efficient manner.
- Assure that DRF information is inserted in the bulletins (Sept. 8-9).
- Either the pastor or the Chairperson should deliver a brief talk at each Mass encouraging parishioners to respond to the mailing from the Bishop. These activities occur on September 8-9.
- Assure that the bulletin inserts (Highlighted Ministry) are used on September 22-23)
- Assure that the Announcement Weekend bulletin inserts are used on October 13-14.
- Assure that the pledge forms and pencils are inserted in all in-pew envelopes during the week before Commitment Weekend (Week of October 15th).
- Recruit and train those who will distribute and collect in-pew pledge envelopes and pencils at each Mass. (It is recommended that you use students or ushers to distribute and pick-up pledge envelopes.) Hand distribution is the most effective way to do this, but if these are not going to be hand distributed, then, distribute sufficient pledge envelopes with pencils inside in the pews, or pew pockets, on Commitment and Follow-Up Weekends. (The pastor will need to prompt people to pick up the envelopes and take time to assure that one member of each household has one.)
- Assure that there is an in-pew coordinator to direct activity at every Mass on Commitment and Follow-up Weekends.
- Supervise the distribution and collection of pledge envelopes at each Mass.
- If the pledge envelopes and pencils are not hand distributed during each Mass, assist in straightening up pews after each Mass on Commitment and Follow-Up Weekends. Pay attention to not mixing English and Spanish envelopes.
- Assure that in-pew pledge envelopes are collected and kept in a secure place for processing on Monday.

2018 Implementation Objectives

Objective 1: To use the materials and announcements provided to assure that your parishioners are well informed about why they should support the Disciples Response Fund.

- Use the Bulletin inserts and Bulletin announcements.
- Have lay person or the pastor speak briefly about why people should give to the DRF at all Masses of on Kickoff Weekend (September 8-9).
- Place Insert 1 in the bulletins on Kickoff Weekend (September 8-9).
- Place Insert 2 (Highlighted Ministry) in the bulletins on September 22-23.
- Put the bulletin announcement (pages 15 & 16) in your bulletins on Sept 29 & 30, and Oct. 6 & 7.
- Place Insert 3 (the sample in-pew form) in your bulletins for distribution on Announcement Weekend (Oct. 13-14). These inserts will provide information for parishioners who did not receive or read the mail and will provide additional information to those who did.
- Pastor/Parish Administrator will preach about support for the DRF at all Masses on Announcement Weekend (Oct 13-14).
- Pastor/Parish Administrator will introduce the Bishop's homily and then lead the process to complete the in-pew pledge forms on Commitment Weekend (October 20-21).

Objective 2: To study the in-pew process and conduct it as detailed later in this manual.

- If you have used another in-pew method before, please make sure to use the process recommended in this manual. This process has differences. As you implement the process, make sure that you are not skipping any steps. The steps that are detailed in this manual are all necessary.
- The Pastor's/Parish Administrator's leadership is critical to the success of the in-pew process. No other member of the parish will be as successful leading the process. People will respond in far greater numbers if the pastor/parish administrator is the one reading the in-pew script.
- Study the in-pew process carefully. It represents the only way that leadership can be certain that all of those who attend Mass are conscious of the fact that each household is being asked for support. Also, there are unregistered people in many parishes who attend Mass regularly. Mail will never reach them because the parish doesn't have their names, much less their addresses, on its records. The in-pew process is the only way to provide these people with an opportunity to give.

Objective 3: To review the pledge payment history in your parish and, if necessary, use monthly reports (shown later) as a time to stress pledge payments.

- All parishes will have a history of pledge collection from the 2016 campaign. The process of making a pledge may be something very new to some members of your parish community. Please review and implement the actions to improve pledge collection that are described later in this plan.

Prayers of the Faithful

Please include the following Prayer of the Faithful beginning the week-end of September 8-9 through October 27-28.

”That during this year of accompaniment, we will accept the invitation of Jesus to come and follow Him, responding with generosity and compassion to the needs of our brothers and sisters.”

Or

“For the success of the Disciples Response Fund Appeal, that we will give generously from the gifts with which we have been blessed and promote the good works which it supports.”

Oración de los fieles

Favor de incluir las siguientes peticiones al comienzo del fin de semana de Septiembre 8-9 hasta Octubre 27-28.

Que durante este “Año de Acompañamiento”, aceptemos la invitación de Jesús de venir y seguirle, respondiendo con generosidad y compasión hacia las necesidades de nuestros hermanos y hermanas. Roguemos al Señor:

O

Por el éxito de la Campaña del -Fondo de Respuesta de los Discípulos-. Para que demos generosamente de los dones que nosotros mismos hemos recibido y con que hemos sido bendecidos promoviendo las buenas obras que este fondo apoya. Roguemos al Señor:

Kickoff Weekend
September 8-9

The DRF mailing will arrive in all parishioners' homes during the week of September 2nd.

Each parish is asked to make certain that the bulletin inserts about the DRF are placed in all bulletins that are distributed on September 8-9.

Then, either the Chairperson or the pastor should make a brief announcement about the DRF. **The content of the announcement should be:**

During the past week, all the registered members of our parish received a letter from Bishop Medley asking for financial support of the Disciples Response Fund.

One of the ways that most parishes in the United States assist in the work of their dioceses is by participation in an Annual Appeal such as the Disciples Response Fund.

All parishes in the Diocese of Owensboro have been assigned a voluntary target for the DRF based on their income relative to all other parishes. Once a parish exceeds that target in DRF payments, 50% of the balance will be returned to us for our use. There will be no assessment to pay on this rebate.

(If your parish received a rebate, include the following.) Our parish has received a rebate of \$_____ from last year's DRF. (Refer to pages 6 & 7.)

Our 2018- 2019 parish target is \$_____. (Refer to page 41.)

The good works that are funded by the Disciples Response Fund deserve our support. These are things that cannot be done by a parish on its own. For example, the formation of seminarians and the funding of a charitable trust fund where the earnings of which supports health benefits for retired priests. In addition, a percentage of the funds is set aside to fund an endowment that already reduces parish assessments by about 5%.

As you read Bishop Medley's letter and the enclosed materials, please reflect upon the theme of this year's campaign: "Come, follow me." This is inspired by the Mark 10 reading for October 14 in which a rich, young man came to Jesus and asked him how to obtain eternal life. Jesus told him to sell all his possessions, give his money to the poor and "come, follow me." As baptized disciples of Jesus Christ, we have inherited the mission which Jesus first gave to the apostles: to take the Good News to everyone. Being a bearer of the Good News means being a messenger of hope and mercy and love. It means worshiping God, serving the poor, seeking out the lost, and proclaiming justice. Being a disciple means acknowledging that every spiritual and material gift we have is from God, given to us for the purpose of building up the kingdom. Giving generously to the Disciples Response Fund and promoting the good works which it supports is one way to live out in part our call to be missionary disciples – bearers of the Good News of Jesus Christ.

Please read the bulletin insert about this in today's bulletin. Thank you for your prayerful consideration of making a generous gift to the Disciples Response Fund.

Bulletin Announcement
September 29-30 and October 6-7

The following bulletin announcement is to be used for two weekends. Please edit it so that it reads like it was written in your parish. Also, parishes are asked to provide supportive altar announcement reflecting the message of the bulletin announcements.

The goal of the announcement is to encourage parishioners to respond to the mailing from the Bishop.

Use the following as a guide for your bulletin announcement and prepare an altar announcement for all Masses on these weekends.

“...Come, follow me.” (Mark 10:21)
2018-2019 Disciples Response Fund

The 2018-2019 Disciples Response Fund campaign has begun with a mailing to all registered parishioners from Bishop Medley. All are asked to give generously in support of the important items funded by your contributions.

Support of the work of our Diocese is important. There are many things that even the largest parishes cannot do on their own. For example, the Disciples Response Fund puts money into an endowment for the care of retired priests. Also, the fund assists with the expenses for the education of our seminarians and provides operating income and scholarship funds for the Gasper River Catholic Youth Camp.

Your gift to the 2018 DRF will make it possible for us to accompany others on their journey of faith.

(USE THE FOLLOWING PARAGRAPH IF YOUR PARISH RECEIVED A REBATE.)
In the 2016-2017 campaign, the Diocese began a system of returning 50% of the dollars received, over target, to the parishes for their use. Our parish received \$_____. (Amount can be found on pages 6 & 7.) These dollars are assessment free and were used for _____.

If you received a letter from Bishop Medley asking for your support of the DRF, please make a generous gift today.

**“Ven y Sígueme” Mc 10,21
2018-2019 Fondo de Respuesta de Discípulos**

La campaña del Fondo de Respuesta de Discípulos ha iniciado a enviar peticiones por correo del Obispo Medley a todos los parroquianos. Todos estamos llamados a dar generosamente en apoyo a todas las cosas para las que se utilizan las donaciones.

Apoyo al trabajo de nuestra Diócesis es importante. Hay cosas que incluso las parroquias más grandes no pueden hacer por si solas. Por ejemplo, el Fondo de Respuesta de Discípulos pone dinero en la cuenta de nuestros padres retirados. También, el Fondo asiste con los gastos de la educación de nuestros seminaristas y provee becas para nuestro centro de retiros para jóvenes Gasper River Catholic Youth Camp.

Su contribución 2018 al -Fondo de Respuesta de los Discípulos- (FRD) hará posible que nosotros acompañemos a otros en su camino de fe.

**(UTILIZE EL SIGIENTE PARRAFO SI SU PARROQUIA RECIBIO UN REEMBOLSO.)
En la colecta del año pasado (2016-2017), La diócesis inicio un sistema de regresar el 50% del dinero recibido, sobre la meta, para el uso de las parroquias. Nuestra parroquia recibió \$_____. (Cantidad puede ser encontrada en las paginas 6&7.) Y este dinero se utilizó en**

Si usted recibe una carta del Obispo Medley pidiéndole su ayuda para el Fondo de Respuesta de Discípulos por favor sea generosa.

Preparation for Announcement Weekend **Week of October 7th**

Process

The pastor's homily on Announcement Weekend provides a spiritual foundation for giving to the Disciples Response Fund.

In addition to the homily, each parish should insert **the one-page explanation of the in-pew process in parish bulletins** for distribution after all Masses. It provides information about the use of Annual Appeal funds and a sample of a completed in-pew card. Parishioners are informed so that they will be asked to give next week during the in-pew process if they have not given already.

Pastor's Homily

The Pastor's/Parish Administrator's homily should take three to five minutes. It is important to be brief but specific and effective. Long homilies about giving can cause people to tune out.

Prior to preparing their homilies, pastors are encouraged to listen to the Bishop's homily that will be played the following weekend. Pastors should preach on the Readings, tying in the work funded by the DRF. Or, they may wish to speak from the Readings for the 28th Sunday of Ordinary time.

- In the first reading from the Book of Wisdom, we overhear the inner prayer of Solomon, reflecting back on his choice to receive wisdom from God rather than riches and power. Solomon reflects on how the wisdom of God trumps all worldly pursuits. Wisdom is better than power (7:10). Wisdom is better than good health and good looks (7:10). Wisdom ranks among the gifts of the Holy Spirit, and it is through the lense of wisdom that God wants us to view the world. If we truly regarded wisdom as more valuable than daylight (7:10), how might we spend our time and money a bit differently?
- The Second Reading from Hebrews refers to the Word of God as "living" and "sharper than a two-edged sword". It is astounding to think that the One who spoke the universe into existence, still speaks just as powerfully to us through the Scriptures we read and proclaim. The Bible is not just a good book with comforting verses, but it is effective – always accomplishing the purpose for which God sends it. The Word of God has the power to change our lives. It certainly has the power to comfort and encourage, but it also has the power to challenge and to make us uncomfortable. Are we open to the challenge that God communicates to us through the Scriptures? Are we open to accepting the challenge of discipleship and of attaching ourselves not to this world but to God alone?

- “What gives hope and satisfaction to our desire for happiness and security? In the Gospel, a young man, who had the best the world could offer, came to Jesus because he still felt that something was missing. He wanted the kind of lasting peace and happiness which money could not buy him. When Jesus challenged him to make God his one true treasure, he became dismayed. Instead of owning his possessions, his possessions owned him. Jesus calls his disciples to “sell all” for the greatest treasure of all. Selling all that we have could mean many things: letting go of attachments, friendships, influences, jobs, entertainments, styles of life – anything that may stand in the way of our loving God first and foremost. Those who are generous to God by being generous to their sisters and brothers will find that they cannot outgive God in his generosity. True, lasting happiness is not found in what we possess, but rather in who we can love and serve.

The theme of this year’s DRF is “Come, follow me.” **Mk. 10:21**

The themes of this week’s readings should allow preparation of a homily that will allow messages about the DRF to be included.

For example, when we give to the work of our Church or our community, do we give generously or just in response to someone asking without much thought as to the work of the Lord that our contributions finance? Do our contributions to our parish or Diocese come after thoughtful reflection that we are chosen by God to be stewards of all of His gifts?

Point out that the Disciples Response Fund is not a special collection. It is the one time a year that we can make an intentional and sacrificial gift in support of Diocesan ministries that do work that parishes could not do on their own.

Next weekend, all pastors in the Diocese will be asking those who have not done so to make their gifts to the Disciples Response Fund.

Point out a few of the funded ministries that are helpful locally.

The DRF allows for people to donate all at once or to give more by making a pledge that can be paid over 10 monthly installments.

Once a parish reaches its target in cash received, 50% of the over target balance will be sent back to the parish in the form of a cash rebate. Rebates will be sent to parishes in April and August.

The following is used by Msgr. Enzler at the conclusion of each of his Masses. It is offered by him for your use.

“Remember that each day is God’s gift to you. What you do with it is your gift to God.”
 Msgr. John Enzler, Archdiocese of Washington, DC

Announcement Weekend
October 13-14, 2018

Pastors will preach about the DRF at all Masses. Please place Bulletin Insert 3 (the one with the sample in-pew card) in the bulletins.

Preparation for Commitment Week-end
Week of October 13, 2018

As soon as you receive the shipment of DRF supplies, open the boxes and check to make sure that you have received sufficient quantities of all items. The number of in-pew pledge cards and pencils each should equal 1.25 times the number of bulletins that you distribute. One-page bulletin insert should equal the number of bulletins that you distribute. If you have a shortage, please call Cathy Hagan at the Office of Stewardship to order more.

To ease the process of distribution of the in-pew materials, put a PLEDGE FORM and PENCIL inside each envelope before distribution. Close the flap of the envelope but don't seal it. By doing this, you assure that each person has everything he or she needs when they receive the in-pew envelope. Pencils will be shipped to your parish along with the other supplies.

During the week prior to the in-pew process, each presider should be briefed on the in-pew process. The pastor/parish administrator will be introducing the Bishop's taped homily at all Masses and will lead the in-pew pledging process immediately after the homily. If the pastor is not the presider, the presider should introduce the Bishop's taped homily immediately after the proclamation of the Gospel. Be sure to contact the other presiders early in the week so that they are aware that they will not need to prepare a homily.

Training the Students and Informing the Ushers

The parish should recruit students who are preparing for Confirmation, participating in the parish youth group, attending local Catholic elementary or high schools or elementary or high-school level Religious Education, to distribute and collect the pledge envelopes. This not only provides a good service project and learning experience, it also ensures that you will have plenty of help. If you choose to use students, please be sure that there is enough adult supervision and sufficient training to ensure that everyone who should get a pledge envelope gets one and that all completed envelopes are retrieved.

You will need one student in every section of your church, about every 5 to 8 pews. You will need one adult in each side aisle to retrieve extra envelopes from some pews and to provide extra envelopes for pews that do not receive enough. These adults should also take care of any people who are standing or are in the cry room, the choir loft, or in the choir. If there are large numbers of standing-room people, assign extra adults to them.

Each parish should hold a practice session for the students. The Pastor/Parish Administrator should read through the entire script at the practice. To assure that the students attend their assigned Mass and report at the right time and place, a letter should be sent home with them after the practice session.

The ushers and/or students will collect the DRF envelopes immediately after the in-pew process. Make sure that the decision on who will do this is made and communicated well ahead of time. The young people love to collect the envelopes, but often the ushers are reluctant to allow them.

If a parish cannot or chooses not to recruit student volunteers, then ushers, choir members, and servers can all be asked to distribute and collect the in-pew envelopes. They will also need some training to assure complete distribution.

Training the Students

The Pastor/Parish Administrator and the Campaign Chairperson assigned to coordinate in-pew activities should train the students. Assign the students and adults to their respective areas and, then, have them assemble in the area of the church where they will wait for the Pastor's signal.

The Pastor/Parish Administrator, upon completion of the homily, will begin the reading of the in-pew script. Have him provide a signal that will tell the students that they should move to their assigned areas. At the point in the script where the pastor/parish administrator asks one member of each household to raise his or her hand, the students can pass the required number of pledge envelopes down each row. The adult working the outside aisle can retrieve overages and provide envelopes where there are shortfalls. Only one adult per side aisle is needed, not one for every student.

Students (or ushers) will need the following information. It is a good idea to provide it in writing.

1. Where to report.
2. What time to report.
3. Where to pick up their supplies.
4. Where to wait for the signal that it is time to distribute their envelopes.
5. Which specific pews they will work.
6. When they will be expected to move to their assigned locations (what signal will be used and when it will be used – part of script, gesture, etc.).
7. What to do while the people are completing their pledge envelopes.
8. Where to get the collection baskets.
9. Where to empty the baskets after they collect the pledge envelopes.
10. Where to return the baskets.

At least one member of the committee must be present at every Mass to make sure that the process goes smoothly and completed pledge envelopes are properly secured after each Mass. That person can brief the ushers before every Mass as to the Annual Appeal process and the role of the students.

At each Mass, a committee member should be designated to take the Annual Appeal envelopes to an appropriate, secure place after they are collected.

Parishes with a History of Substantial Nonpayment of Pledges

Some parishes fall below the standard non-payment percentage (8-10%). If this was the case in the 2016 campaign, it is suggested that substantial efforts be made to educate parishioners on the importance of not only making, but also paying their pledges. Parishes should begin to define the importance of pledge payments the first time, and every time, that the Bulletin Announcement toward the end of this booklet is printed. Leadership should speak with members of each language group to determine the most effective description of what people are expected to do.

Care must be taken not to discourage pledging. Something as simple as the following may help to reduce the non-payment rate. Use the following at the end of paragraph three in the in-pew script.

“It is important that you make your pledge payment every month. The Diocese will send monthly reminders to you until your pledge is paid.”

Parishes Where Parishioners Are Concerned About Privacy

If your parishioners are concerned about the privacy of their names, addresses, etc., please also state the following after paragraph three in the script:

“All information that you provide today will be shared only with the Diocese and this parish. It will not be given or sold to a third party”.

Commitment Weekend

October 20-21, 2018

Process

The pastor's/parish administrator's Commitment Weekend presentation is very important to the success of the campaign. Up to this point, people have read and heard about the DRF and why it is so very important to support it. Some may have pledged by mail. Now is the time to ask the rest of the parishioners for their financial support! The fact that the pastor/parish administrator is asking will have a very positive effect on the importance that people place on the request.

Immediately after the Bishop's homily, pastor/parish administrator should begin reading the in-pew script and then ask or signal those who are to distribute the pledge envelopes and the pencils to come forward and distribute them. While they are coming forward, read the first few paragraphs of the in-pew script. Time the presentation so you are asking people to raise their hands at the point where the students or ushers are at their appointed positions.

Be careful not to state or imply that people should take the pledge envelopes home and bring them back. This approach always results in large numbers of pledge forms never being returned. The publicity about the program has allowed everyone plenty of time to consider his or her level of support. Now is the time to ask them to decide whether or not they will make a commitment.

In-Pew Solicitation

Implement the full in-pew process on Commitment Weekend. Remember that many things affect the outcome of an in-pew process. Among them are **the ready availability of supplies and even the attitudes of the people distributing them.**

It is hoped that all parishes will distribute the pledge envelopes by hand. If not, please make sure that a committee member and additional volunteers are available before each Mass to put the pledge envelopes in the pew racks. Be sure the pencils are inside the envelopes and pew racks are replenished before each Mass. Have people available as the script is being read to make sure that everyone who needs an envelope has one. The pastor will need to take extra time to make sure that everyone who should has an envelope.

If you have already provided envelopes and pencils in the pews, the Pastor/Parish Administrator needs to be sure that one member of each household has them. The in-pew script will need to be adjusted to ask one member of each household to pick up a pledge envelope and remove the pencil.

If there are a number of people in your parish who have problems with their eyesight or have a literacy problem, please mention the following. **"If some of you need assistance or perhaps have left your glasses at home, ask a person near you or one of the volunteers to help you to complete the pledge form."**

Please Note: After the pastor has edited the following script, please type his corrections, double space the text, enlarge it to 14 or 16-point type, print it, and place it in a notebook.

Third Year Observations: In some of the parishes in dioceses that use the in-pew process, the total number of in-pew pledges can decline in the third year. Upon investigation, there are two primary causes.

The first is that parishes decide to switch from handing out the in-pew pledge forms to placing them in the pew. Less people will look for and use the forms.

The second and far more important is that the pastor decides that everyone knows how to complete the form. He then does not go through the script line-by-line. Rather, he tells the people that he will allow a few minutes to complete the forms on their own. The result can be as many as 50% less pledges.

THE IN-PEW PROCESS IS NOT ABOUT WHETHER PEOPLE KNOW HOW TO COMPLETE THE FORMS. IT IS ABOUT CAUSING THEM TO GO THROUGH THE PROCESS AND TO MAKE A CONSCIOUS CHOICE TO SUPPORT OR NOT TO SUPPORT THE DRF.

In-Pew Presentation Script
To be used by pastors on Commitment Weekend
October 20-21, 2018

“Good morning. Today we are conducting the Disciples Response Fund appeal that asks all parishioners to make a financial commitment to support the work of our diocese.”

“As your pastor, I want to thank all of you who have given to this campaign in past years and/or have responded to a recent mailing from Bishop Medley. I can assure you that the funds you gave are deeply appreciated by the people served by diocesan ministries.”

“Each of us is called to share his or her gifts in support of the Church. We must first support our parish and then our Diocese and the church throughout the world.”

“In 2016 the diocese began offering rebates to parishes. Once our parish reaches our target, 50% of all additional funds raised will be returned to us for our use here in the parish with no assessment on these dollars. This is a wonderful benefit and I hope that everyone will give generously. (For use by parishes that received a rebate) Because of your support of the 2017-2018 DRF we have received a rebate of \$_____.” (Refer to pages 6 & 7 for rebate amounts.)

“Now, I ask one member of each household that did not bring your direct mail pledge form with you, to raise your hand so that we can give you a pledge envelope and a pencil. Please take an in-pew envelope even if you have already given in the mail or cannot give now. You can indicate either of those choices on the envelope.”

“While we are waiting, please examine the monthly pledge payment amounts that are listed on the right side of the pledge document. Please consider giving a monthly pledge that will allow you to provide a larger gift.”

(Pause and make sure that everyone has received a pledge envelope and pencil. Pay special attention to people who are standing, and in the cry room or choir loft, and choir members. Once everyone has an envelope, continue with the script.)

“I am going to guide you through the process in order to minimize the time that it takes.”

“Now, please open the envelope and remove the pledge form and the pencil.”

(Pause and wait until about half of those participating are looking back at you.)

“Please print your first name, your spouse’s first name and your last name on the top line.”

(Pause and wait until about half of those participating are looking back at you.)

“On the second line, please print your address including any unit or apartment number.”

(Pause as above.)

“On the third line, please print your telephone number and e-mail address.”

(Pause as above.)

“On the next line, please indicate the name of our parish so that we will receive credit for your gift. It is extremely important that you put the parish name on the card. The cards are sent to the Diocese where they will be processed. If no parish name is listed and your family is not on their database, they do not know what parish to credit for the donation. Even if you want to give an anonymous gift with cash, please put the parish name on the card. If you are a visitor and are a member of another parish in the Diocese, you may indicate that parish.”

(Pause as above.)

“If you have already made a pledge by mail, skip to the bottom line and check the box that indicates ‘I have already made my 2018-2019 pledge.’”

(Stress the following point)

“If you check the box, please do not indicate any additional financial information on the form. We do not want to double count your pledge.”

“Now, please look at the gift boxes on the right side of the form and check the amount that you wish to give. If you pledge, the Diocese will send you monthly reminders. You may pay over ten months or less if you wish.”

“Also, there is no need to provide a down payment today.”

“In the event that you wish to contribute an amount other than the ones indicated, please check the “Other” box and indicate the full amount of your pledge on the blank line to its right.”

(Pause as above.)

“Now, please look at the lines provided on the lower right-hand side of the pledge envelope. Indicate the total amount of your gift in the box and check if your gift is a onetime gift or you wish to make 10 payments.”

(Pause 5 seconds.)

“I will give you another moment to complete your credit card information if you wish to use your credit card.”

“If you do not wish to contribute at this time, please check that box at the bottom of the card.”

(Pause 20 seconds)

“Please place the pledge form in the envelope, and seal it. KEEP THE PENCIL SEPARATE and drop it in the collection basket along with your completed pledge envelope. “

“Finally, there are three boxes on the outside of the envelope. Please check the one that matches what you indicated on you pledge form, my gift or pledge is enclosed, I already mailed my 2018-2019 pledge or I do not wish to contribute at this time.”

“We will now collect your pledge envelopes and pencils.”

“On behalf of Bishop Medley and myself, I thank you for your contribution to the Disciples Response Fund. May God bless you.”

Note: It is strongly recommended that Appeal in-pew envelopes and pencils be collected separately from Sunday offerings.

Guión para la presentación en las bancas
Para ser utilizado por los pastores en el fin de semana de compromiso
20-21 de octubre 2018

<<Buenos días. Hoy estamos llevando a cabo la apelación Fondo de Respuesta de Discípulos que pide a todos los feligreses a hacer un compromiso financiero para apoyar el trabajo de nuestra diócesis. >>

<<Como su pastor, quiero dar las gracias a todos los que le han dado a esta campaña en los últimos años o que han respondido a un reciente correo del Obispo Medley. Les puedo asegurar que los fondos que dieron serán bien valoradas por las personas atendidas por los ministerios diocesanos. >>

<<Cada uno de nosotros está llamado a compartir nuestros dones en apoyo de la Iglesia. Debemos apoyar primero nuestra parroquia y después a nuestra diócesis y la iglesia en todo el mundo. >>

<<En el 2016 la Diócesis empezó a ofrecernos reembolsos a las parroquias, una vez que nuestra parroquia llegue a su meta, el 50% de los fondos adicionales se nos será regresados para uso en la parroquia. Este es un gran beneficio y espero y todos aporten generosamente (para uso de las parroquias que obtuvieron un reembolso) Gracias a sus donaciones al Fondo de Respuesta de Discípulos 2017-2018 hemos recibido un reembolso de \$_____ (Cantidad puede ser encontrada en las paginas 6&7.) >>

<<Ahora, le pido a un miembro de cada familia que no traiga con usted su formulario de compromiso enviado por correo, que levante la mano para que le puede dar un sobre de compromiso y un lápiz. Por favor, tome un sobre en las bancas, incluso si ya ha dado en el correo o si no puede dar en este momento. Puede indicar cualquiera de esas opciones en el sobre. >>

<<Mientras esperamos, por favor examinar la promesa de pago mensual que se enumeran en el lado derecho del documento. Por favor, considere la posibilidad de un compromiso mensual que le permita proporcionar un regalo más grande. >>

(Pausa y asegúrese de que todos hayan recibido un sobre de compromiso y un lápiz. Prestar especial atención a las personas que están de pie, y en la sala o el coro, y los miembros del coro. Una vez que todo el mundo tiene un sobre, continúe con el texto.)

<<Voy a guiarlos a través del proceso con el fin de reducir al mínimo el tiempo que se tarda. >>

<<Ahora, por favor, abra el sobre y retirar el formulario de compromiso y el lápiz. >>

(Haga una pausa y espere a que cerca de la mitad de los participantes le devuelvan la mirada.)

<<Por favor, escriban su nombre, el nombre de su esposo o esposa y su apellido en la línea superior. >>

(Haga una pausa y espere a que cerca de la mitad de los participantes le devuelvan la mirada.)

<<En la segunda línea, por favor escriba su dirección incluyendo cualquier unidad o número de apartamento. >>

<<En la tercera línea, por favor escriba su número de teléfono y dirección de correo electrónico. >>

(Haga una pausa).

<<En la línea siguiente, indique el nombre de su parroquia por lo que vamos a recibir crédito para su regalo. Si usted es un visitante y es un miembro de otra parroquia de la Diócesis, es posible indicar aquí su parroquia. Es extremadamente importante que usted ponga el nombre de su parroquia en la tarjeta. Las tarjetas son mandadas a la Diócesis, donde son procesadas. Si el nombre de su parroquia no se encuentra en la tarjeta y su familia no se encuentra en la base de datos, no sabrán a que parroquia acreditar su donación. Aunque desee dar una donación anónima por favor ponga el nombre de la parroquia en la tarjeta. >>

(Haga una pausa).

<<Si ya ha hecho un compromiso por correo, pase a la línea de fondo y marque el cuadro que indica <'Ya he hecho mi promesa 2018>. >>

(Estrese el punto siguiente)

<<Si marca el cuadro, por favor no provee la información financiera adicional en el formulario. No queremos duplicar el conteo de promesa. >>

<<Ahora, por favor vaya a las cajas de regalo en el lado derecho de la forma y marque la cantidad que desea dar. Si usted promete mensualmente, la Diócesis le enviara recordatorios mensuales. Usted puede pagar más de diez meses o menos si así lo desea. >>

<<Además, no hay necesidad de proporcionar un pago inicial hoy. >>

<<En el caso de que usted desea contribuir con una cantidad distinta de las indicadas, por favor, marque el cuadro <otro> e indicará la cantidad total de su compromiso en la línea en blanco a su derecha. >>

(Haga una pausa).

<<Ahora, por favor, mirar las líneas previstas en el lado inferior derecho del sobre de compromiso. Indicar la cantidad total de su donación en la caja y marque que su regalo es un regalo de una sola vez o si desea hacer 10 pagos. >>

(Pausa de 5 segundos).

<<Te daré otro momento para completar su información de tarjeta de crédito si desea utilizar su tarjeta de crédito. >>

<<Si no desea contribuir en este momento, por favor, marque el cuadro en la parte inferior de la tarjeta. >>

(Pausa 20 segundos)

<<Por favor, coloque el formulario de compromiso en el sobre y séllelo. MANTENGA EL LÁPIZ independiente y póngalo en la canasta de recolección junto con su sobre de compromiso completado. >>

<<Finalmente, hay tres cajas en el exterior del sobre. Por favor, marque el que coincida con lo que se indica en el formulario de compromiso, se encierra mi regalo o promesa, que ya envié mi compromiso 2018 o no deseo contribuir en este momento.

<<Ahora vamos a recoger sus sobres y los lápices. >>

<<En nombre del Obispo Medley y mío, les agradezco su contribución al Fondo de Discípulos de Respuesta. Que Dios los bendiga. >>

Nota: Se recomienda fuertemente que los sobres de la apelación en las bancas y los lápices se recogen separadamente de las ofertas de los domingos.

Follow-up Weekend In-Pew Process

October 27-28, 2018

Introduction

The campaign's primary objective is participation. After the initial mailing and the first in-pew weekend have been concluded, a significant number of the donors from the previous year will not have renewed. These are not necessarily people who do not want to give. Many of them will renew during the follow-up mailings. Since people are given an opportunity to refuse to give when the in-pew process takes place, it is fair to assume that most of those who skip a year of contributing to the campaign simply missed the mail and in-pew solicitations.

There will be far fewer "skippers" in those parishes that conduct the full in-pew process on Commitment Weekend and again on Follow-Up Weekend. Conducting the process on two weekends also saves the campaign a significant amount of money. In-pew solicitation is obviously the least expensive way to secure a pledge. Follow-up solicitations add significantly to the printing and postage costs of the appeal.

If you feel that most of those who attend Mass regularly were at Mass on October 20-21, you may use the following process.

Short Follow-up Process

Prior to each Mass please put several in-pew envelopes, with pencils and pledge forms enclosed, at the ends of each pew.

A few minutes before the start of Mass, the chairperson or the Presider should announce that the Disciples Response Fund follow-up is underway.

State how important it is to receive a response from as many parishioners as possible.

Ask one member of each household that has not had an opportunity to complete a pledge form to signal the person at the end of their pew to pass them an envelope. Be sure to wait until you are sure that all who want envelopes have them.

Request that people fill out the card before the regular collection and then seal the pledge form in the envelope, keeping the pencil separate.

When the regular collection occurs, they can put the envelopes and pencils into the basket.

Preparations for an Additional In-Pew Collection

The person coordinating the in-pew process will need to perform the same set-up steps that were followed for Commitment Weekend. Prepare the pledge envelopes and pencils. Be sure to arrange for the volunteers that will help with the process at each Mass. Make sure that one person is assigned to manage the process at each Mass.

On Follow-Up Weekend, however, there will be a different presenter at each Mass. Either the Presider or a Deacon can lead the in-pew process or lay leaders can be asked to do it. **THE HOMILY SHOULD NOT BE ABOUT THE DRF** but should be brief to allow time for repeating the in-pew process.

If **you amended the script from last weekend, add those amendments** to the Follow-up Weekend script. Once the presenter for each Mass is selected, the in-pew coordinator will need to meet with them to assure that they know what to do and will do it in a consistent manner.

Once the Follow-up Weekend presenters have had an opportunity to edit their script, please double space it, enlarge it to 14 or 16-point type, print it and place it in a notebook.

Pew Presentation Script
To be used on Follow-Up Weekend
October 27-28, 2018

“Good morning. I am _____. As you know, this is the time of year that we are asked to offer our financial support to the Diocese of Owensboro to help the Diocese provide ministry, education, training and services to all of our parishes and thousands of people throughout the Diocese. On behalf of our pastor, Fr. _____, I want to thank all of those who have responded by mail or during our in-pew solicitation last weekend.”

“This year we are stressing the importance of participation and of making a significant pledge to support the Diocese. It is our hope that we will receive a pledge form from all active households in our community. In filling out a pledge form today, you may make a pledge, indicate that you gave in the mail or decline to give. Now, I ask one member of each household that has not had an opportunity to fill out a pledge form to raise your hand. A pledge envelope and pencil will be passed to you.”

“In 2016 the diocese began offering rebates to parishes. Once our parish reaches our target, 50% of all additional funds raised will be returned to us for our use here in the parish with no assessment on these dollars. This is a wonderful benefit and I hope that everyone will give generously. (For use by parishes that received a rebate) Because of your support of the 2017-2018 DRF we have received a rebate of \$ _____.” (Refer to pages 6 & 7 for rebate amounts.)

“I ask those who have already pledged to bear with us for just a few minutes. Perhaps each of you might offer a prayer for the success of this Appeal.”

“I am going to guide you through the process in order to minimize the time that it takes.”

“Now, please open the envelope and remove the pledge form and the pencil.”

(Pause and wait until about half of those participating are looking back at you.)

“Please print your first name, your spouse’s first name and your last name on the top line.”

(Pause and wait until about half of those participating are looking back at you.)

“On the second line, please print your address including any unit or apartment number.”

(Pause as above.)

“On the third line, please print your telephone number and e-mail address.”

(Pause as above.)

“On the next line, please indicate the name of our parish so that we will receive credit for your gift. If you are a visitor and are a member of another parish in the Diocese, you may indicate that parish. It is extremely important that you put the parish name on the card. The cards are sent to the Diocese where they will be processed. If no parish name is listed and your family is not on their database, they do not know what parish to credit for the donation. Even if you want to give an anonymous gift with cash, please put the parish name on the card.”

(Pause as above.)

“If you have already made a pledge by mail, skip to the bottom line and check the box that indicates ‘I have already made my 2018 pledge.’”

(Stress the following point)

“If you check the box, please do not indicate any additional financial information on the form. We do not want to double count your pledge.”

“Now, please look at the gift boxes on the right side of the form and check the amount that you wish to give. If you pledge, the Diocese will send you monthly reminders. You may pay over ten months or less if you wish.”

“Also, there is no need to provide a down payment today.”

“In the event that you wish to contribute an amount other than the ones indicated, please check the “Other” box and indicate the full amount of your pledge on the blank line to its right.”

(Pause as above.)

“Now, please look at the lines provided on the lower right-hand side of the pledge envelope. Indicate the total amount of your gift in the box and check if your gift is a onetime gift or you wish to make 10 payments.”

(Pause 5 seconds.)

“I will give you another moment to complete your credit card information if you wish to use your credit card.”

“If you do not wish to contribute at this time, please check that box at the bottom of the card.”

(Pause 20 seconds)

“Please place the pledge form in the envelope, and seal it. KEEP THE PENCIL SEPARATE and drop it in the collection basket along with your completed pledge envelope.

“Finally, there are three boxes on the outside of the envelope. Please check the one that matches what you indicated on you pledge form, my gift or pledge is enclosed, I already mailed my 2018 pledge or I do not wish to contribute at this time.”

“We will now collect your pledge envelopes and pencils.”

“On behalf of Bishop Medley and myself, I thank you for your contribution to the Disciples Response Fund. May God bless you.”

Solicitud en la Parroquia Presentación de secuencias de comandos
Para ser utilizado para el seguimiento de fin de semana

27 a 28 octubre, 2018

<<Buenos días. Yo soy _____. Como saben, esta es la época del año que se nos pide ofrecer nuestro apoyo financiero a la Diócesis de Owensboro para ayudar a la Diócesis ofrecer un ministerio, educación, formación y servicios a todas nuestras parroquias y miles de personas en toda la Diócesis. En nombre de nuestro párroco, el Padre _____, Quiero agradecer a todos los que han respondido por correo o durante nuestro último fin de semana de solicitud en las bancas. >>

<<Este año estamos acentuando la importancia de la participación y de hacer una promesa significativa para apoyar la Diócesis. Es nuestra esperanza de que vayamos a recibir un formulario de compromiso de todos los hogares activos en nuestra comunidad. Al llenar un formulario de compromiso de hoy, es posible hacer una promesa, indicar que usted dio en el correo o negarse a dar. Ahora, le pido a un miembro de cada familia que no ha tenido la oportunidad de llenar un formulario de compromiso que levantar la mano. Un sobre de compromiso y el lápiz se pasarán. >>

<<En el 2016 la Diócesis empezó a ofrecernos reembolsos a las parroquias, una vez que nuestra parroquia llegue a su meta, el 50% de los fondos adicionales se nos será regresados para uso en la parroquia. Este es un gran beneficio y espero y todos aporten generosamente (para uso de las parroquias que obtuvieron un reembolso) Gracias a sus donaciones al Fondo de Respuesta de Discípulos 2017-2018 hemos recibido un reembolso de \$_____ (Cantidad puede ser encontrada en las paginas 6&7.) >>

<<Les pido a aquellos que ya se han comprometido que tengan paciencia con nosotros por unos pocos minutos. Tal vez cada uno de ustedes podría ofrecer una oración por el éxito de esta apelación. >>

<<Voy a guiarlo a través del proceso con el fin de reducir al mínimo el tiempo que se tarda. >>

<<Ahora, por favor, abra el sobre y retire el formulario de compromiso y el lápiz. >>

(Haga una pausa y espere a que cerca de la mitad de los participantes le devuelvan la mirada.)

<<Por favor, escriban su nombre, el nombre de su esposo o esposa y su apellido en la línea superior. >>

(Haga una pausa y espere a que cerca de la mitad de los participantes le devuelvan la mirada.)

<<En la segunda línea, por favor escriba su dirección incluyendo cualquier unidad o número de apartamento. >>

<<En la tercera línea, por favor escriba su número de teléfono y dirección de correo electrónico. >>

(Haga una pausa).

<<En la línea siguiente, indique el nombre de su parroquia por lo que vamos a recibir crédito para su regalo. Si usted es un visitante y es un miembro de otra parroquia de la Diócesis, es posible indicar aquí su parroquia. >>

<<Es extremadamente importante que usted ponga el nombre de su parroquia en la tarjeta. Las tarjetas son mandadas a la Diócesis, donde son procesadas. Si el nombre de su parroquia no se encuentra en la tarjeta y su familia no se encuentra en la base de datos, no sabrán a que parroquia acreditar su donación. Aunque desee dar una donación anónima por favor ponga el nombre de la parroquia en la tarjeta. >>

(Haga una pausa).

<<Si ya ha hecho un compromiso por correo, pase a la línea de fondo y marque el cuadro que indica <'Ya he hecho mi promesa 2018>. >>

(Estrés el punto siguiente)

<<Si marca el cuadro, por favor no provee la información financiera adicional en el formulario. No queremos duplicar el conteo de promesa. >>

<<Ahora, por favor vaya a las cajas de regalo en el lado derecho de la forma y marque la cantidad que desea dar. Si usted promete mensualmente, la Diócesis enviarle recordatorios mensuales. Usted puede pagar más de diez meses o menos si así lo desea. >>

<<Además, no hay necesidad de proporcionar un pago inicial hoy. >>

<<En el caso de que usted desea contribuir con una cantidad distinta de las indicadas, por favor, marque el cuadro <otro> e indicará la cantidad total de su compromiso en la línea en blanco a su derecha. >>

(Haga una pausa).

<<Ahora, por favor, mirar las líneas previstas en el lado inferior derecho del sobre de compromiso. Indicar la cantidad total de su donación en la caja y marque que su regalo es un regalo de una sola vez o si desea hacer 10 pagos. >>

(Pausa de 5 segundos).

<<Te daré otro momento para completar su información de tarjeta de crédito si desea utilizar su tarjeta de crédito. >>

<<Si no desea contribuir en este momento, por favor, marque el cuadro en la parte inferior de la tarjeta. >>

(Pausa 20 segundos)

<<Por favor, coloque el formulario de compromiso en el sobre y séllelo. MANTENGE EL LÁPIZ independiente y póngalo en la canasta de recolección junto con su sobre de compromiso completado. >>

<<Finalmente, hay tres cajas en el exterior del sobre. Por favor, marque el que coincida con lo que se indica en el formulario de compromiso, se encierra mi regalo o promesa, que ya envié mi compromiso 2018 o no deseo contribuir en este momento. >>

<<Ahora vamos a recoger sus sobres y los lápices. >>

<<En nombre del Obispo Medley y mío, les agradezco su contribución al Fondo de Discípulos de Respuesta. Que Dios los bendiga. >>

Pledge Processing

Parishes are asked to submit the In-pew envelopes to the Diocese **immediately** after Commitment Weekend and after Follow-Up Weekend.

Prior to sending them, parishes are asked to split the envelopes into three groups based on the check boxes on the outside of the envelopes.

Group 1: My pledge or gift is enclosed **AND** any unmarked envelopes.

Group 2: I already mailed my 2018 DRF pledge.

Group 3: I do not wish to give at this time.

Please rubber band each group to keep them separated. Larger parishes may have several groups of envelopes with the same box checked.

Please do not open the pledge envelopes as cash and checks will be separated from their pledge forms.

Place the grouped envelopes in a substantial envelope or a box. Do not over pack either.

Parishes are asked to return unopened envelopes to: Office of Stewardship, 600 Locust Street, Owensboro KY 42301-2130.

Continuing Campaign Management

Please **contact the Office of Stewardship** as soon as you have an indication that the payments may not exceed 90-92% of the amount pledged. They will have Bill Bannon contact you to discuss follow-up assistance.

Payment Reminders

Pledge payment reminders will be mailed to contributors each month beginning as soon as possible after your pledges are processed.

Pledge Collection

Pledging and the payment of pledges is something that many of our parishes take for granted. However, if your parish has difficulty with payment of pledges because community members are unfamiliar with this tradition, it is important to offer continuous education.

Each month, beginning when the first pledge reminders are mailed, a special effort should be made to inform and educate parishioners on the importance of paying their monthly pledge commitments. The words that are used are critical. For that reason, we encourage pastors and parish committees to talk with members of each ethnic culture within their parishes to establish that the messages being presented are clear, non-offensive, and productive.

The Bulletin Announcement presented below and on the following page should be edited to assure that each audience understands it. Then, it should be published on the first weekend of each month.

In addition, please have a respected member of the community make a brief Altar Announcement each month on the weekend that the Bulletin Announcement is published. This individual should inform the community of the progress toward the parish target, stress the importance of making pledge payments, and refer people to the Bulletin Announcement.

Please consider having several community leaders make these announcements, so that the same person is not speaking month after month.

Parishes may wish to consider inviting parishioners to bring their payment envelopes to Mass. The parish can forward them to the Diocese.

**2018 - 2019 DISCIPLES RESPONSE FUND
PLEDGE REPORT**

Monthly pledge payments for the DRF pledges should be made in the next few days. It is very important that these pledges be paid so that our parish will reach our target. Once we have reached our target in paid pledges, 50% of the additional funds received will be returned to us for use in our parish.

PARISH TARGET: _____

AMOUNT PLEDGED: _____

AMOUNT PAID: _____

REMAINING BALANCE: _____

AMOUNT OF OUR REBATE: _____

ANUNCIO EN EL BOLETÍN MENSUAL

2018-2019 Fondo de Respuesta de Discípulos INFORME DE COMPROMISO

Los pagos mensuales de compromiso para FRD se harán en los próximos días. Es muy importante que estos compromisos se cumplan para que nuestra parroquia alcance nuestra meta. Una vez que hemos llegado a nuestra meta en compromisos pagados, el 50% de los fondos adicionales que recibamos serán devueltos a nosotros para su uso en nuestra parroquia.

META DE LA PARROQUIA: _____

CANTIDAD PROMETIDA: _____

CANTIDAD PAGADA: _____

BALANCE RESTANTE: _____

CANTIDAD DE REEMBOLSO: _____

Parish Support

If you have questions or are experiencing any problems during the solicitation or collection phases of the Appeal, please reach out to the Stewardship Office at 270-683-1545 or email kevin.kauffeld@pastoral.org.

Parish Targets for 2018-2019

Parish	Target	Parish	Target
Blessed Mother, Owensboro	\$32,826.95	Saint Francis of Assisi, Todd County	\$3,358.44
Blessed Sacrament, Owensboro	\$1,143.81	Saint Henry, Aurora	\$2,707.78
Christ the King, Madisonville	\$11,775.68	Saint Jerome, Fancy Farm	\$15,618.15
Christ the King, Scottsville	\$1,557.99	Saint John the Baptist, Fordsville	\$1,275.04
Holy Cross, Providence	\$547.02	Saint John the Evangelist, Paducah	\$13,777.64
Holy Guardian Angels, Irvington	\$2,854.27	Saint John the Evangelist, Sunfish	\$909.04
Holy Name of Jesus, Henderson	\$40,642.16	Saint Joseph, Bowling Green	\$13,909.84
Holy Redeemer, Beaver Dam	\$2,901.33	Saint Joseph, Central City	\$3,574.47
Holy Spirit, Bowling Green	\$35,324.02	Saint Joseph, Leitchfield	\$6,568.27
Holy Trinity, Morgantown	\$1,039.04	Saint Joseph, Mayfield	\$12,009.04
Immaculate, Owensboro	\$30,737.14	Saints Joseph & Paul, Owensboro	\$26,098.78
Immaculate Conception, Earlington	\$2,120.87	Saint Jude, Clinton	\$1,022.07
Immaculate Conception, Hawesville	\$4,628.99	Saint Lawrence, Philpot	\$4,127.77
Our Lady of Lourdes, Owensboro	\$29,177.82	Saint Leo, Murray	\$9,598.32
Precious Blood, Owensboro	\$11,655.63	Saint Mark, Eddyville	\$2,209.30
Resurrection, Dawson Springs	\$1,108.16	Saint Martin, Rome	\$6,062.64
Rosary Chapel, Paducah	\$2,630.26	Saint Mary, Franklin	\$4,222.54
Sacred Heart, Hickman	\$993.29	Saint Mary, LaCenter	\$2,403.19
Sacred Heart, Russellville	\$4,562.03	Saint Mary Magdalene, Sorgho	\$11,188.15
Sacred Heart, Waverly	\$3,010.88	Saint Mary of the Woods, McQuady	\$2,536.08
Saint Agnes, Uniontown	\$8,885.40	Saint Mary of the Woods, Whitesville	\$26,140.43
Saint Alphonsus, Saint Joseph	\$4,473.48	Saint Michael, Sebree	\$2,045.94
Saint Ambrose, Henshaw	\$1,440.41	Saint Michael the Archangel, Oak Grove	\$4,054.22
Saint Ann, Morganfield	\$11,457.17	Saint Paul, Princeton	\$2,302.56
Saint Anthony, Axtel	\$5,891.56	Saint Paul, Leitchfield	\$3,521.77
Saint Anthony, Browns Valley	\$4,709.84	Saint Peter of Antioch, Waverly	\$4,992.30
Saint Anthony, Peonia	\$1,666.65	Saint Peter of Alcantara, Stanley	\$4,360.45
Saint Anthony of Padua, Grand Rivers	\$1,847.04	Saints Peter & Paul, Hopkinsville	\$21,218.78
Saint Augustine, Grayson Springs	\$1,530.33	Saint Pius X, Calvert City	\$4,830.48
Saint Augustine, Reed	\$2,049.99	Saint Pius X, Owensboro	\$17,764.02
Saint Benedict, Wax	\$1,268.56	Saint Romuald, Hardinsburg	\$13,070.77
Saint Charles, Bardwell	\$2,913.59	Saint Rose of Lima, Cloverport	\$4,018.48
Saint Charles, Livermore	\$1,416.09	Saint Sebastian, Calhoun	\$3,363.09
Saint Columba, Lewisport	\$3,396.04	Saint Stephen, Cadiz	\$4,417.80
Saint Denis, Fancy Farm	\$1,224.83	Saint Stephen Cathedral, Owensboro	\$26,104.79
Saint Edward, Fulton	\$2,482.84	Saint Thomas More, Paducah	\$43,173.06
Saint Elizabeth, Clarkson	\$1,983.27	Saint William, Knottsville	\$13,433.75
Saint Elizabeth, Curdsville	\$1,966.70	Saint William, Marion	\$1,986.74
Saint Francis Borgia, Sturgis	\$2,498.34	Newman Center, Murray	\$29.37
Saint Francis de Sales, Paducah	\$20,230.12	Saint Thomas Aquinas, Bowling Green	\$1,425.06